

PP-06-002

<b>City Clerk</b> Receiving Number <u>3818</u>
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<b>City of Shoreline</b>		<b>POLICY &amp; PROCEDURE</b>	
		<b>City Vehicle Use</b>	
<b>Subject: City Vehicle Use</b>		<b>Number: RM06-01</b>	
<b>Effective Date</b> July 10, 2006	<b>Supersedes</b>	<b>Department/Contact</b> <b>Finance:</b> Finance Director <b>Public Works:</b> Facilities & Vehicle Manager	<b>Approved By:</b>

### **1.0 PURPOSE:**

The purpose of this policy is to provide guidance on the appropriate use of City vehicles or the use of personal vehicles for City business.

### **2.0 ORGANIZATIONS AFFECTED:**

All City of Shoreline departments that provide City vehicles for use by officials, employees, interns and/or volunteers.

### **3.0 REFERENCES:**

None.

### **4.0 DEFINITIONS:**

**City Vehicle:** The term "vehicle" as used in this policy includes, but is not limited to: cars, trucks, backhoes, and any vehicle or off road equipment listed on the City's automobile or inland marine insurance listing.

### **5.0 PROCEDURES:**

It is the policy of the City of Shoreline to provide vehicles for business use, to allow employees to drive on City business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

1. Employees must possess a valid driver's license in order to drive any vehicle for City business. Employees who drive their own vehicle for City business and seek mileage reimbursement are validating that they possess a valid driver's license. Supervisors must approve the reimbursement of mileage for employees who drive their own vehicles for City business.

Before an employee may drive a City owned vehicle the employee must provide the City's Human Resource Department with a copy of their current motor vehicle

abstract (5 year complete record) and the report must substantiate that the driver has met the City's standard of maintaining an acceptable driving record. The City will require an update of the driver's 5 year complete driving abstract report (MVR) and validation of a valid driver's license every two years. An employee who fails to comply with the City's request to provide a current MVR will have their rights to operate a City vehicle revoked until the employee is in compliance with the City's vehicle use policy.

Employees will be reimbursed for the fee charged by the Department of Licensing to obtain their MVR.

2. Employees approved to drive on City business are required to inform their supervisor, as soon as practical, of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.
3. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards. For all other jobs, driving is considered only a non-essential function of the position.
4. Employees who drive a vehicle on City business must, in addition to meeting approval requirements, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving.
5. Employees may use City vehicles for non-business purposes only with the approval of their supervisor. This approval will only be granted to mitigate special circumstances, as driving a City vehicle for non-business purposes is generally not allowed.
6. Non-employee, non-business passengers are prohibited from riding in City vehicles without prior approval from an employees supervisor.
7. When no City vehicles are available, employees may use their own vehicles for business purposes with prior approval of their supervisor. Insurance industry practices dictate that auto liability coverage follows the auto. Therefore, the employee's personal auto insurance would be considered primary, and WCIA's coverage excess. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who

operate personal vehicles for City business may want to obtain auto liability coverage for bodily injury and property damage with a special endorsement for Business Use, when necessary as determined by the representing personal insurance agent.

8. Employees must report any accident, theft, or malicious damage involving a City vehicle to their supervisor. The supervisor is required to notify the Facility and Fleet Manager and the Human Resources Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
9. Employees shall not operate any City vehicle at any time or operate any personal vehicle while on City business while using, consuming or under the influence of alcohol, illegal drugs, or prescription medications or over the counter medications that may affect their ability to drive. The City of Shoreline has a zero tolerance policy prohibiting operators of vehicles from drinking alcohol, consuming illegal drugs, and taking prescription medications that affect ability to drive, and driving. (Refer to drug and alcohol policy)
10. Operators and all passengers in City vehicles shall use seat belts while the vehicle is being operated.
11. Facilities oversees fleet administration for the City of Shoreline under the Public Works Operations Division. Fleet administration manages the acquisition and maintenance of all city vehicles and equipment. All repair/maintenance/or vehicle modification work must be approved by the Facilities supervisor.
12. All City vehicles will be assigned to individual departments and offices by the Facilities supervisor.

## **CITY OF SHORELINE**

### **DRIVER EVALUATION POINT SYSTEM**

The purpose of the Driver Evaluation Point System is to provide guidelines for the City of Shoreline to evaluate applicants' and current employees' (when applicable) driving records in order to determine eligibility for a City position when driving is an essential function of the job.

#### **ONCE A MVR IS RECEIVED:**

1. The driver's Motor Vehicle Record (MVR) is compared with the Driver Rating Guide to determine a point total.
2. This point total is compared with the Driver Rating Guide to determine the individual's driving acceptability.

#### **THINGS TO KEEP IN MIND:**

1. The job the individual may perform or is performing may not relate to certain violations listed in the Driver Point Value Guide.
2. Consider the applicability of the individual's past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the MVR with the applicant/employee to determine if any extenuating circumstances exist regarding the information.
3. Accidents listed on MVR's are coded with a two-digit number (e.g. 01-CAR, 02-CAR) which indicates the number of vehicles involved in the particular accident - this number is NOT an indication the driver was or was not at fault.

<b>DRIVER RATING GUIDE</b>
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*This is a point system to use to determine if current employees or potential new employees are eligible to operate a motor vehicle within the scope of their employment, based on their driving history. Compare the moving violations listed on the driver's abstract (a five year record review) to this rating guide. Assign points to the violations as indicated and total the points.*

0 to 3 points indicates an acceptable rating as a driver.

3 or 4 points indicate a questionable driver rating. Management should give consideration prior to placing or maintaining this individual in a driving position.

5 or more points indicate unacceptability. Management should give serious consideration to not placing or maintaining this individual in a driving position.

<b>DRIVER POINT VALUE GUIDE</b>
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*This guide is used to determine points associated with each violation listed on the individual's MVR*

**POINTS**

**EXPLANATION**

**NON-SPEED-RELATED MOVING VIOLATIONS**

1	Accident
1	Spilling load
1	Fail to secure load (safety chains/devices)
1	Fail to stop at scales
1	Over weight/height/length
1	Improper turn (cutting corners)
1	Prohibited turn (U-turn)
1	Improper lane change
1	Improper lane travel (HOV lane)
1	Driving on shoulder, on sidewalk
1	Improper backing
1	Failure to (or improper) signal
1	Failure to yield right of way: <ul style="list-style-type: none"><li>- at yield or stop sign</li><li>- at uncontrolled intersection</li><li>- during left turn against traffic</li><li>- at traffic obstructed intersection</li><li>- on private road</li><li>- to emergency vehicle</li><li>- while starting from a parked position</li><li>- slow-moving traffic to pull off road</li><li>- failure to yield to pedestrian</li></ul>
1	Disobey signal person or officer
1	Driving wrong way <ul style="list-style-type: none"><li>- on one-way street (or freeway)</li><li>- straddling or over center line</li><li>- driving on wrong side of road/cross divider</li></ul>

- 1 Failure to Stop
  - steady red signal, steady red arrow
  - flashing signal
  - intersection other than arterial
  - train signal
  - certain railroad grade crossings
  - emerging from alley or driveway
  - for school bus
- 1 Disobey road sign
  - lane direction control signal
  - school patrol
- 1 Driving without lights
- 1 Failure to dim headlights
- 1 Seat belt - driver or passenger
- 1 Following too closely
- 1 Improper passing
  - overtaking
  - passing on right
  - insufficient distance
  - on hill, curve or within 100 feet of intersection
  - in no passing zone
- 1 Open container law violation - driver or passenger
- 1 Illegal or missing vehicle equipment
- 1 Impeding traffic
  - blocking
  - slow-moving vehicle
- 1 Violating license restrictions (medical, vision, equipment)
- 1 Defective equipment
  - muffler/exhaust
- 1 Crossing fire hose
- 1 Headphones or TV
- 1 Obstructed vision or control
- 1 No shields or mirrors (Motorcycle)
- 1 Inattention to driving
- 1 No license on person
  - driving without CDL license

- 1 No proof of liability insurance
- 4 Driving with a suspended/revoked/canceled license

### **SPEED-RELATED MOVING VIOLATIONS**

- 1 Speed too fast for conditions
- 1 Speed - basic rule
- 1 Negligent driving – 2<sup>nd</sup> degree
- 5 Reckless
  - driving
  - endangerment
  - endangerment in construction zone
- 5 Racing

### **CRIMINAL VIOLATIONS**

- 4 Negligent Driving – 1<sup>st</sup> degree
- 5 Hit and run
  - occupied vehicle
  - unoccupied vehicle
- 5 DUI / Physical Control

Department	Classifications: DL Required	Classifications: No DL Required	CDL Classifications
C & IR		C & IR Director	
City Clerk		Communications Specialist	
		Neighborhoods Coordinator	
		Deputy City Clerk	
		Records & Information Manager	
		City Clerk	
CMO		Assistant City Manager	
		Executive Asst to the City Manager	
		Econo Development Prog Manager	
		Asst City Attorney	
City Attorney		City Attorney	
CRT		CRT Supervisor	
	CRT Representative	Budget Analyst	
Finance		Computer/Network Specialist	
		Database Administrator	
		Finance Tech	
		Finance Director	
		Financial Operations Manager	
		GIS Specialist	
		Grants Specialist	
		IS Manager	
		Network Administrator	
		Payroll Officer	
		Purchasing Officer	
		Senior Accountant	
		Staff Accountant	
		Accounts Payable/Payroll Tech	
		Web Developer	
Human Resources		Human Resources Analyst	
		Human Resource Director	
Human Svcs		Human Services Manager	
Planning & Development Services	Code Enforcement Officer	Asst Director, P&DS	
	Project Inspector (I & II)	Permit Services Manager	
	Combination Inspector	P&DS Director	
	Technical Assistant	Planner (I, II, III)	
		Plans Examiner (I, II, III)	
		Development Review Engineer	
		Building Official	
Parks, Recreation & Cultural Services	Recreation Assistant (I & II)	Lifeguard/Instructor II	
	Recreation Coordinator I & II	PRCS Director	
	Park Maintenance Worker I	Senior Lifeguard	Park Maint Worker II
	Parks Superintendent	Recreation Superintendent	
	Teen Program Assistant	Parks and Recreation Project Coord.	
Police	Emergency Management Coord		



Department	Classifications: DL Required	Classifications: No DL Required	CDL Classifications
Public Works	Facilities Supervisor	Engineering Tech	PW Maint Supervisor
	Facilities Maintenance Worker II	PW Administrative Manager	PW Maint Worker II
	PW Maintenance Worker	Capital Projects Tech	Sr PW Maint Worker
	ROW Inspector	SW & Env Svcs Manager	
	Surface Water Quality Specialist	Aurora Corridor Project Manager	
		City Engineer	
		Capital Project Manager (I & II)	
		Environmental Educator	
		Public Works Director	
		PW Operations Manager	
		Traffic Engineer	
		Associate Traffic Engineer	
Multiple Department		Administrative Assistant (I, II, III)	
		Management Analyst	



## REQUEST FOR ABSTRACT OF DRIVING RECORD

This form can be used to request a copy of **your driving record**. We will mail your record to you or to the individual or company you request on this form. **Mail this request and a \$5 fee** in the form of a check or money order payable to the Department of Licensing to:

Department of Licensing  
Driver Records  
PO Box 9048  
Olympia, WA 98507-9048

FOR VALIDATION ONLY

108-060-421-0005

Please allow two weeks to receive your record. For additional questions, contact Customer Service at (360) 902-3900.

REQUESTOR NAME (Last, First, Middle Initial)		
WASHINGTON DRIVER LICENSE NUMBER	DATE OF BIRTH	(AREA CODE) DAYTIME TELEPHONE NUMBER
NAME OF INDIVIDUAL OR COMPANY YOU WANT YOUR DRIVE RECORD SENT TO		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
PURPOSE OF DRIVE RECORD. IF NONE OF THE BOXES ARE CHECKED, FORM WILL BE RETURNED.		
<input type="checkbox"/> <b>Three-year noncommercial insurance record.</b> Available for underwriting noncommercial motor vehicle policies.		
<input type="checkbox"/> <b>Three-year commercial insurance record.</b> Available to commercial employers' insurance companies for motor vehicle underwriting purposes only.		
<input type="checkbox"/> <b>Three-year life insurance record.</b> Available to the life insurance carrier providing coverage for underwriting purposes only. Contains all traffic related commercial and noncommercial convictions, violations, and collisions.		
<input type="checkbox"/> <b>Full employment/commercial record.</b> Available to employers or prospective employers to determine employment eligibility for commercial vehicle operation. Commercial vehicle means any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire. The record shows all traffic related convictions, violations, and collisions. Some convictions remain on record for more than five years.		
<input type="checkbox"/> <b>Volunteer vanpool driver record.</b> Available to transit authorities to determine insurance and risk management requirements necessary to drive a vanpool vehicle. The record shows all traffic related convictions, violations, and collisions. Some convictions remain on record for more than five years.		
<input type="checkbox"/> <b>Volunteer for organization driver record.</b> Available to volunteer organizations to determine whether the licensee should be permitted to operate a vehicle used to transport individuals under age 18, over age 65, or physically or mentally disabled, upon public highways. The record shows all traffic related convictions, violations, and collisions. Some convictions remain on record for more than five years.		
<input type="checkbox"/> <b>School bus driver record.</b> Available to school districts to determine employment eligibility for school bus operation. The record shows all traffic related convictions, violations, collisions, and suspension, revocation, and disqualification actions. Some convictions remain on record for more than five years.		
<input checked="" type="checkbox"/> <b>Complete record.</b> Available to the individual named on the driving record, attorneys, law and justice agencies, and governmental agencies. The record shows all traffic related convictions, violations, collisions, and suspension, revocation, and disqualification actions.		
I declare under penalty of perjury under the laws of the State of Washington that I am the individual named above.		
DATE AND PLACE SIGNED (Valid for four months)		<b>X</b> SIGNATURE



City of Shoreline  
Vehicle Use Policy Acknowledgement

My signature below acknowledges that:

1. I have read and understand the revised City of Shoreline Vehicle Use Policy;
2. I understand that I am expected to read the Policy and, if I have any questions, to contact Human Resources;
3. I understand that as the City grows and changes, it may be necessary to revise, supplement, clarify or rescind any part of the Vehicle Use Policy, and that I would be notified of any such changes;
4. I understand that I am expected to comply with all safety regulations and procedures.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_



# RECORDS CENTER TRANSMITTAL

## RECORDS MANAGEMENT PROGRAM

<i>Records Center Use Only</i>	<b>Date Received:</b>	<b>Received By:</b>
<b>Accession Number(s):</b>	<b>Facility:</b>	<b>Location:</b>
<b>Department Code:</b> <i>PADS</i>	<b>Department Number:</b>	<b>Records Coordinator:</b> <i>Jessica Simulcik Smith</i>
<b>Record Series (from Retention Schedule)</b> <b><i>BUILDING CONSTRUCTION &amp; MODIFICATION PERMIT FILES (VALID)</i></b>		
<b>Description/Notes (specific information about these records)</b>  <b>Permit # 102769 to 108891</b>		
<b>Inclusive Dates:</b> <i>2002-2006</i>		
<b>Archival Value:</b>	<b>Retention Period:</b>	<b>Destruction Year:</b>
<b>Disposition Authority:</b> <i>GS50-11-05</i>	<b>Microfilm?</b> <i>YES</i>	<b>Confidential?</b> <i>NO</i>
<b>Number of Boxes:</b>		

\_\_\_\_\_  
Records Coordinator

\_\_\_\_\_  
Date